

## CHAPTER 3

### RECEIPT, HANDLING AND ACCOUNTING

#### A. GENERAL

1. DoD components shall normally turn-in their property to the nearest DRMO.
2. Disposal of wholesale stocks will be accomplished through an automated disposal system. This property does not require transport to a DRMO.

**NOTE:** For additional guidance, consult Chapter 4, Property Requiring Special Processing and Chapter 10, Environmentally Regulated and Hazardous Property.

#### B. PROPERTY ACCEPTANCE

1. DRMS is responsible for the acceptance and disposition of all DoD generated excess, surplus, FEPP and other personal property authorized for turn-in.

a. DRMOs may not accept (either physically or on its account) the following categories of property and no reutilization or sale service shall be given.

- (1) Radioactive waste, and unsalable material of a nonhazardous nature.
- (2) Property designated for disposal by the Military Services as stated in Chapter 4, Special Processing, and Chapter 10, Environmentally Regulated and Hazardous Property.
- (3) Classified Material.
- (4) Classified and unclassified information systems security materiel.
- (5) Refuse and trash; that is, post consumer waste material such as litter and rubbish. The collection of refuse and trash is the responsibility of the installation engineer.

(a) Some refuse and trash, when properly segregated, may possess RTD or sales (RTDS) potential. DRMOs shall advise host installation commanders, designees, or installation Qualified Recycling Program (QRP) coordinators of any known methods to dispose of segregated property through DRMS, including the established RRRP. Proper segregation shall be performed and monitored by host installation personnel, prior to turn-in.

(b) Sale of this property through the RRRP will be conducted in accordance with the guidelines established in Chapter 7, Sales/RRRP.

b. DRMOs are responsible for accepting nonsalable material and shall ensure the most economical and practical method possible. The following methods should be considered:

- (1) The possibility of sale if the property were re-lotted and re-advertised.
- (2) The possibility of donation under the criteria of paragraph B2c, Chapter 8, A/D.
- (3) The disposal of property in a sanitary fill. Small volumes of some types of property may be disposed of through refuse and trash collection service under the existing ISA.

(4) Service contract. This method should be applied as a last resort when all other alternatives are impossible or are economically impracticable.

2. As a service to the Department of Transportation (DoT), DRMS shall accept USCG excess, surplus and FEPP for disposal. The principles outlined below shall apply (See paragraph P2, Chapter 7, Sales/Resource Recovery and Recycling Program (RRRP), for sale proceeds accounting instructions for USCG owned property.)

a. USCG excess personal property (except Yard Fund property located in the USCG Yard, Curtis Bay, Maryland) shall be transferred to the nearest DRMO after internal USCG screening. If size or economics prevent physical transfer, the USCG shall transfer accountability but retain custodial responsibility.

b. The USCG unit with custody of excess property shall advise the DRMO of proposed transfers of excess property. Shipments shall not be made to DRMOs without prior notification unless local arrangements to the contrary have been made.

c. The USCG may report aircraft and vessels directly to DRMS for sale provided all RTD screening is first accomplished by the USCG. When exercising this option, the USCG shall perform sales functions (i.e., descriptions, releases, etc.)

d. Turn-in documents shall contain the information listed in paragraph D, this chapter. Transportation of material to the DRMO shall be arranged by the USCG.

e. Requests for on site inspection or shipment of property retained in USCG custody shall be mutually agreed to by DRMOs and USCG representatives.

f. USCG aircraft may be transferred to the Aerospace Maintenance and Regeneration Center (AMARC), Davis-Monthan Air Force Base, Arizona, in accordance with the ISA between the USCG and the USAF.

3. Accountability of property which is not disposed of through RTDS may not be returned to the generating activity, except as specified in Chapter 4, Property Requiring Special Processing, and Chapter 10, Environmentally Regulated and hazardous Property. HP shall be processed on HW disposal service contracts. Other property shall be downgraded to scrap, demilitarized, processed for A/D, or disposed of through a DRMS service contract.

### **C. TURN-IN TO THE DRMO**

1. Generating activities shall comply with this manual, MILSTRIP, and their Service/Agency retention and disposal policies and procedures when preparing property for turn-in.

a. Generating activities should schedule all turn-ins prior to delivery and are encouraged to provide DRMOs advance notification (i.e., electronic data on DTID/property on a turn-in.)

b. Property may be "received in place" if a DRMO is physically unable to accept it either by regulation or for other restrictions. DRMOs shall arrange for custodial responsibility with the host installation or the generating activity through a formal agreement, e.g., ISA, MOU, etc. Requests for withdrawal after the DRMO accepts accountability shall be processed by the DRMO. Sales referrals for property received in-place shall include the name and address of the property location.

2. Usable property shall be turned-in as individual line items with their assigned, valid National Stock Number (NSN), except for property turned in as generator batch lots (see paragraph 3 below.)

a. Property may be turned-in without a valid NSN when the material cannot be identified to a valid NSN in FED LOG, is considered lost, abandoned, or unclaimed privately owned personal property, confiscated, or captured enemy material. At a minimum, record positions 8 through 22 of the DTID will contain the Federal Supply Class (FSC), NATO Codification Bureau Code, and noun/nomenclature and/or part number.

b. Due to national security concerns, the FSCs listed in Attachment 1 require a higher degree of documentation. If these items are not assigned an NSN, the DTID must include the appropriate FSC, the valid part number and manufacturer's name, nomenclature which accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included. This information may be annotated directly on the DTID or securely attached to the DTID.

c. The DTID for any property turned-in by LSN without an assigned DEMIL code must include a required clear text DEMIL statement, from DoD 4160.21-M-1, Chapter 2, Paragraph A1. Generating activities may request assistance of the DRMO, DRMS, DLA, or the Integrated Manager for the FSC to determine the appropriate statement. DRMOs will assist the generating activity in developing the clear text statement and assignment of the appropriate DEMIL Code. DRMOs may reject the turn-in of material which does not meet the above criteria.

3. Batchlotting. Batchlotting reduces the cost, physical handling, and administrative time to process property. Generating activities are encouraged to batch-lot low-dollar value property for turn-in on a single DTID and will indicate the supply condition code and the total acquisition value of the property. See paragraph D4 for documentation requirements.

a. The following categories of property are not eligible for batch lotting:

(1) Property that requires DEMIL or is in one of the critical FSCs.

(2) Property that needs special handling as defined in Chapter 4, Property Requiring Special Processing.

(3) Items designated as critical by a wholesale inventory manager.

(4) Items designated pilferable or sensitive by DoD 4100.39-M, Federal Logistics Information System Procedures Manual, Volume 10, Chapter 4, Table 61 and Table 104; and Joint Regulation on Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply, DLAR 4145.11/AR 740-7/ NAVSUPINST 4440.146L/MCO 4450.11

(5) HP.

b. Batch-lotted property shall be collected, by condition code, in a standard tri-wall container, box pallet, or other suitable container. The total acquisition value of an entire generator batch lot may not exceed \$2500. Options for building generator batch lots:

(1) Option 1 - This is the most desirable method of batching. Collect by FSC, unit price of \$100 or less. Each container shall have only items of the same FSC.

(2) Option 2 - This option is less desirable than Option 1 because the mixing of FSCs may reduce RTDS potential. Collect by FSG, unit price of \$50 or less. Each container shall have only items of the same FSG.

(3) Option 3 - This is the least desirable option because the mixing of FSGs/commodities further reduces the potential for RTDS. Collect without regard to FSC or FSG, unit price of \$35 or less. As in Option 2, however, operational conditions may dictate selection of this option.

**NOTE:** Because of special processing needs, eligible Navy Supply Operations Assistance Program (SOAP) and Intra Fleet Supply Support Operation Team (ISSOT) items shall be batched under this option in individual ship lots regardless of the number of containers/pallets involved.

#### 4. Scrap

a. Separating materials at the source simplifies scrap segregation and reduces handling. Commingling materials may reduce or, in some instances, destroy the value of the scrap.

(1) Scrap segregation will not be carried beyond the minimum necessary to facilitate RTDS.

(2) Generating activities are responsible for initial scrap segregation.

(3) DRMOs shall furnish guidance and, where possible, containers for use by scrap generators at the source.

(4) The generating activity collecting the scrap or waste shall maintain proper segregation of the material (See DoD 4160.21-H, Defense Scrap Yard Handbook.)

b. Scrap generated from explosive and incendiary items and chemical ammunition is dangerous and will not be commingled with other types of property. This scrap shall be processed in accordance with DoD 4160.21-M-1, and Chapter 4, Property Requiring Special Processing, paragraph B3.

#### **5. Delivery to a DRMO**

a. The responsibility for expenses incurred in RTDS of excess/surplus and FEPP is defined as the point at which accountability is transferred from the generating activity to a DRMO/SDPDA.

(1) Generating activities are responsible for all expenses incurred before acceptance of accountability by a DRMO/SDPDA.

(2) DLA is responsible for all expenses incurred after acceptance of accountability by a DRMO. The military services shall bear the expenses for SDPDAs.

(3) Exceptions to this policy may be negotiated at the department level.

b. Property capable of spilling or leaking may not be transferred to a DRMO/SDPDA in open, broken, or leaking containers. All property shall be non-leaking and safe to handle.

#### **D. DOCUMENTATION FOR TURN-IN**

1. Excess, surplus, or FEPP turned-in or reported to the DRMO/SDPDA shall be accompanied by the specified number of copies of a Disposal Turn-In Document (DTID), DD Form 1348-1A, Issue Release/Receipt Document, or DD Form 1348-2, Issue Release/Receipt Document with Address Label, prepared in accordance with DoD 4000.25-M-1, MILSTRIP Manual (excerpted in Attachment 2 to this chapter.) The DTID number must include an official DoDAAC listed in the DoD Activity Address Directory. All further references to DD Form 1348-1A also include DD Form 1348-2.

2. In addition to the data required by MILSTRIP, the DTID must clearly indicate:

a. Category of property (such as foreign purchased, MAP) and reimbursement data, if applicable. DTIDs without reimbursement data will be processed as nonreimbursable.

b. The value and a list of component parts removed from major end items or a copy of the Limited Technical Inspection (LTI) showing the nature and extent of repair required.

3. Generating activities shall assign proper Supply Condition Codes (SCCs.)

4. If a generating activity has batch-lotted property as described above, the DTIDs must include the following data for each lot. The DTID should be prepared as normal, with the following changes/required data based upon the option selected:

a. FSC/FSG followed by the word BATCH. When Option 3 is selected, the FSC field must be "9999"

b. Generating Activity Assigned DTID Number

c. Unit of Issue is "EACH"

- d. Quantity is “1 Lot”
- e. Total value of the lot (not to exceed \$2500)
- f. Shipping point, DoD Activity Address Code (DoDAAC), or activity in-the-clear address.
- g. Ship to DRMO, DoDAAC, or activity in-the-clear address.

**NOTE:** A listing of property in the batch lot, including NSN, if assigned, quantity, unit price, and unit of issue, will be attached to the DTID for generator batch lots.

5. If scrap is turned-in, the DTID will include:

- a. Basic material content
- b. Estimated weight
- c. Reimbursement data, if applicable
- d. Precious metals indicator code, if applicable

6. A minimum of four legible copies of a DTID must accompany the property. The DRMO shall return one copy of the DTID to the generating activity as a valid receipt document (see paragraph E4d, below.)

**E. RECEIPT OF PROPERTY.** This paragraph gives uniform procedures for the receipt, handling, and storage of excess, surplus, and FEPP turned in to a DRMO.

1. DRMOs are responsible for the receipt, classification, processing, safeguarding, storing, and shipping of all property they physically receive. This includes property to be accounted for as items and properly segregated scrap and waste with RTDS value, and material destined for ultimate disposal.

2. DRMO shall assist, when requested, in tracing DTID when an in-transit control follow-up has been received by the generating or shipping activity.

3. DRMO shall maintain close liaison with generating activities to ensure:

- a. Turn-in scheduling will take into consideration a DRMO's receiving capability and the turn-in volume.
- b. Assistance is provided to generators as needed to assure proper segregation of scrap and waste material before turn-in. If the quantities generated, market conditions, or local trade practices warrant, further segregation shall be made as outlined in DoD 4160.21-H.
- c. Guidance on disposal turn-ins is given to generating activities. This guidance shall be informational rather than directive.
- d. Property inspections are performed in-place if more advantageous due to the characteristics of the property. Excess property not transferred physically to a DRMO shall have a status tag indicating the DTID number, Federal Condition Code and DRMO accountability.
- e. All property (except unsalable), including scrap and refuse and trash with a RTDS value, is processed as set forth in this manual.
- f. Salable property, refuse or trash with RTDS potential, is not being disposed of by dumping in landfills.

(1) DRMOs shall apprise generating activities of their responsibility to ensure all salable material is turned-in to the DRMO.

(2) If the DRMO has knowledge of salable material being dumped in a sanitary fill, the DRMO Chief shall contact the installation commander regarding the matter.

g. Property has received care in proper protection to prevent damage from unnecessary exposure to the elements. Property turned in as condemned may still be usable and its preservation may benefit the Defense Materiel Disposition Programs.

(1) Instances of improper handling of Government property shall be brought to the attention of the generating activity or installation commander for remedial action.

(2) Recurrent instances of improper care or handling shall be documented for referral to HQ DLA and the disposal focal points of the Military Services/Defense Agencies.

4. The DRMO shall:

a. Assure all property, including scrap, is accompanied by the required number of copies of the DTID (see paragraph D6), and all special handling requirements have been addressed.

b. To the maximum extent possible, DRMOs will validate items upon receipt. The generator's representative (if present) should assist with validation. A receipt copy of the DTID will be provided to the generator's representative at that time. If the turn-in is not accompanied by the generator's representative, the official receipt documentation will be provided as stated in paragraph E4d, below.

(1) Inspection shall consist of verifying property description and quantity, and assuring a valid SCC (Attachment 3, this chapter) was assigned by the generating activity. A Disposal Condition Code (DCC) (Attachment 4, this chapter) shall be assigned by the DRMO to form a two-digit Federal Condition Code that is perpetuated throughout the disposal process.

(2) DRMO personnel may exercise discretionary authority to change and challenge SCCs.

(a) For items in the general hardware, clothing, tools, furniture, and other "nontechnical" type FSCs, DRMOs are authorized to use their best knowledge, judgement, and discretion to change and assign the appropriate SCC when determined, through physical inspection and examination, an obvious error in condition coding exists. DRMOs are responsible for any SCC changes they make and will document the change on the DTID.

(b) For specialized items such as avionics, or items that require test, measurement, or diagnostic to determine serviceability, DRMOs should challenge the SCC back to the generating activity if the assigned SCC appears incorrect. Items in original pack and unopened containers that are coded "condemned" or "unserviceable" upon turn-in, should be viewed with guarded skepticism and challenged back to the generating activity.

(3) If a discrepancy is detected during receipt:

(a) If the generating activity's representative is present, accountability and physical custody of the property will remain with the generator until reconciled. DRMOs, at their discretion, may retain custody until reconciled, otherwise;

(b) Discrepancies noted during the DRMO receiving process, which may be discovered after providing a receipt copy, will be processed in accordance with DLMSO guidance on "Reporting of Supply Discrepancies," DLAI 4140.55/AR 735-11-2/SECNAVINST 4335.18A/AFJMAN 23-215.

c. Tag the property for identification purposes. If property is received in place, the tag must state that the property is on the account of the DRMO. Property should be consolidated in a designated area, or left in place if it is determined to be

justified for economic or other valid reasons. The activity with physical custody is responsible for a property's care and protection until it is disposed of or moved to a DRMO.

d. DRMOs shall return one copy of the DTID as receipt document.

(1) For turn-ins made by the generating activity, DRMOs will provide a receipt copy upon delivery (see paragraph E4b above). These receipts are considered provisional acceptance of accountability, pending completion of DRMO inspection and verification of the turn-in. If a supply discrepancy report is not received within 7 days, this becomes the official receipt document, and the DRMO assumes full accountability.

(2) For turn-ins made by commercial carrier, parcel post, etc., DRMOs will provide receipt copies no later than 5 days after delivery to the DRMO.

(3) DRMS and DoD components are encouraged to develop methods to provide electronic receipt documentation.

5. DRMOs may batch-lot property after receipt, in accordance with DRMS operating guidance.

a. Normally, property with an extended line item value of \$800 or less will be batchlotted. Property with high potential for RTDS may be excluded from batchlotting. Once the determination to batchlot is made, the DRMO is bound by this decision.

(1) Notwithstanding the above, RTD customers may request individual items within a batchlot. DRMOs will honor these requests.

(2) Once entered in a batchlot, items will not be removed for the purposes of enhancing sales value. In coordination with GSA, exceptions may be made for property to be sold through retail sale.

b. The criteria cited in paragraph C3 for property ineligible for batchlotting applies to DRMO built batchlots as well as generator batchlots, except that DRMOs may batch MLI/CCLI property which does not require DEMIL and is not in one of the FSCs designated as critical classes. **NOTE:** DRMOs may lot property requiring the same type of special processing.

c. DRMOs are responsible for ensuring official receipt copies for each DTID in a batch-lot are returned to generating activities. They must provide tracing assistance for any DTID receipt copy not received by the generating activity.

**F. PROPERTY IDENTIFICATION.** Usable or scrap property, transferred to a DRMO, must be clearly identified and retained on property accounting records, from time of receipt until final removal. Property status will also be identified to minimize confusion on the part of RTD screeners and inspecting sales bidders. Storage areas shall be set aside and shall indicate the current status of the property.

## **G. ACCOUNTING FOR PROPERTY AT THE DRMO**

1. General. Accounting records shall be maintained so that property can be traced from receipt to final disposition. DRMS' accounting system will incorporate the requirements of DoD 4000.25-S-2, MILSTRAP, and DLAR 7500.1, Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency. These records will provide the necessary data for the report prescribed in Chapter 2, Responsibilities.

2. Segregation and Classification. DRMS's property accounting records must be maintained in sufficient detail to support the reimbursement accounting procedures set forth in Chapter 7, Sales/RRRP.

a. Material may be combined in sale lots regardless of the original financing appropriation or fund source from which the material was acquired.

b. The identity of exceptions must be maintained throughout the system to

ensure reimbursement to the local or departmental account as designated by the Military Services/Defense Agencies.

**3. Usable/Scrap Determination and Accounting**

a. When DCC X (salvage) property, that does not require DEMIL, is determined by the DRMO to have scrap value only, it may be classified and processed as scrap upon receipt.

b. Personal property, which the DRMO, determines to have no commercial value other than for basic material content, may be downgraded to scrap after the End-of-Screening Date (ESD) and completion of any required DEMIL.

c. When an item of specific nomenclature has been offered on a competitive sale and no bid has been received, or bids received are less than the scrap value of the item, the property may be downgraded to scrap and re-offered for sale as scrap, and the records updated accordingly. After screening, similar items received within a 12-month period, may be considered scrap.

d. When a DRMO determines obsolete printed materials have no RTD potential and only scrap market value, these items shall be downgraded to scrap upon receipt.

e. When end-items are turned-in as scrap and are reclaimed or disassembled for their usable components, the DRMO's records shall be adjusted to reflect the acquisition cost (estimated, if not known) of the components removed.

4. Scrap Accounting. Estimated weight may be used for receiving scrap if scales are not available or if weighing is impractical. The acceptable degree of accuracy is 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and shortages discovered on release of property that exceed allowable tolerances shall be adjusted.

**H. PHYSICAL INVENTORY AND LOCATION SURVEYS**

1. DRMOs will conduct physical inventories in accordance with DRMS instructions. At a minimum, an inventory will be conducted at each DRMO on an annual basis. Inventory accuracy of at least 90 percent is to be maintained; all discrepancies will be corrected in accordance with paragraph I. If sample inventories are less than 90 percent accurate, a wall-to-wall inventory will be conducted.

2. Usable property remaining on the DRMO account in excess of 9 months shall be inventoried by the end of the 10<sup>th</sup> month of accountability and certified monthly.

3. Inventory discrepancies shall be researched as a part of the inventory process and corrections documented as inventory adjustments (see paragraph I2).

**I. DISCREPANCIES AND ADJUSTMENTS**

1. Item identification, quantity, condition, or price data discovered before acceptance of accountability shall be resolved and corrected during receipt.

2. Discrepancies discovered after acceptance of accountability; that is, differences between recorded balances and quantities on hand, shall be processed as inventory adjustments. Inventory adjustment procedures are contained in DoD 7000.14-R, Financial Management Regulation, Volume 12, Special Accounts Funds and Programs, Chapter 7, Financial Liability for Government Property Lost, Damaged, or Destroyed, and DLAR 7500.1.

**3. Property not in DRMO Custody**

a. When property which the DRMO has assumed accountability but not physical custody becomes lost, damaged, or destroyed, the custodial activity shall investigate the discrepancy and provide its findings to the DRMO.



b. The DRMO shall provide the custodial activity with requested item identification number such as NSN and DTID number or copies of pertinent documentation for the lost, damaged, or destroyed item.

(1) If the custodial activity determines the discrepancy is due to a record keeping error, it shall inform the DRMO to prepare an inventory adjustment.

(2) If the discrepancy is not due to a record keeping error, the custodial activity must prepare a DD Form 200, Financial Liability Investigation of Property Loss, according to criteria contained in DoD 7000.14-R, Volume 12, Chapter 7.

(3) Within 30 days after notification of the loss of the property, the custodial activity must provide the DRMO a completed copy of the DD Form 200 as supportive documentation for the DRMO to process an inventory adjustment.

## **J. AUDITS**

1. When it is desired to obtain or confirm data on material transferred to or from disposal accounts, and this involves crossing command lines, the policy in DoD Directive 7600.2, Audit Policies, shall govern.

2. This directive is further implemented by the military services and DLA in:

- a. AR 36-5, Processing Internal and External Audit Reports and Follow-up on Findings and Recommendations
- b. SECNAVIST 7510.7C, Department of the Navy Audit Manual for Management
- c. AFPD 65-3, Internal Auditing
- d. DLAR 7000.13, Internal Review

ATT 1  
CHAP 3  
DoD 4160.21-M

**FEDERAL STOCK CLASSES REQUIRING TURN-IN BY VALID NSN**

<b>Reference: Paragraph C2b</b>		
GROUP 10 ALL FSCs	GROUP 23	FSC 5825
	FSC 2305	FSC 5826
	FSC 2330	FSC 5840
	FSC 2350	FSC 5841
GROUP 11 ALL FSCs		FSC 5845
	GROUP 28	FSC 5850
	FSC 2840	FSC 5855
GROUP 12 ALL FSCs	FSC 2845	FSC 5860
		FSC 5865
GROUP 13 ALL FSCs	GROUP 29	
	FSC 2915	GROUP 59
		FSC 5963
GROUP 14 ALL FSCs	GROUP 36	FSC 5985
	FSC 3690	FSC 5998
		FSC 5999
GROUP 15 FSC 1560	GROUP 42	
	FSC 4230	GROUP 66
GROUP 16 FSC 1670		FSC 6615
	GROUP 44	
	FSC 4470	GROUP 69
GROUP 17 FSC 1710 FSC 1720		FSC 6920
	GROUP 49	FSC 6930
	FSC 4921	FSC 6940
	FSC 4923	
	FSC 4925	GROUP 84
GROUP 18 FSC 1810 FSC 1820 FSC 1830 FSC 1840	FSC 4927	FSC 8470
	FSC 4931	FSC 8475
	FSC 4933	
	FSC 4935	
	FSC 4960	
GROUP 19 FSC 1905	GROUP 58	
	FSC 5810*	
	FSC 5811*	
	FSC 5821	

\* Disposal of FSC 5810/5811 equipment which is classified or designated CCI is the responsibility of the owning military service.

**ATT 2  
CHAP 3  
DoD 4160.21-M**

**TURN-INS TO DEFENSE REUTILIZATION AND MARKETING OFFICES  
ON DD FORM 1348-1A**

**(SINGLE LINE ITEM TURN-INS)  
Excerpted from DoD 4000.25-1-M, MILSTRIP  
Reference: Paragraph D**

<u>FIELD LEGEND</u>	<u>RECORD POSITION</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier 1-3		Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DI code as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned-in.
Quantity	25-29	Enter the quantity being turned-in to DRMO. See Block 26.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.
Suffix	44	Leave blank. See Block 24.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	For hazardous material and waste turn-ins, enter Signal Code L; otherwise, leave blank.
Fund	52-53	For hazardous material and waste turn-ins, enter the MILSBILLS fund code designating the funds to be charged. For those activities not users of MILSBILLS, (i.e., Corps of Engineers, USCG), enter "XP."

Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank.
Precious Metals	62	Enter applicable code from appendix B28.
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.
Demilitarization	65	Enter code assigned as required by DoD 4160.21-M-1. <b>NOTE:</b> When demilitarization has been accomplished prior to transfer to DRMO, the appropriate demilitarization certification, as required by DoD 4160.21-M-1 must be reflected in Block 27.
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DRMO. Enter "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from Disposal Release Order.
Ownership	70	Enter applicable code or leave blank.
Supply Condition	71	Enter applicable code from appendix B18.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22.

**BLOCK ENTRIES**

- 1 Enter the extended value of the transaction.
- 2 Enter the shipping point identified by DoDAAC; if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC.
- 3 Enter the consignee DRMO by DoDAAC. This will be the predesignated DRMO and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
- 4 Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste.

- 5 Enter the date of document preparation, if required by the shipper.
- 6 Enter the national motor freight classification (NNFC), if required by the shipper.
- 7 Enter the freight rate, if required by the shipper.
- 8 Enter coded cargo data, if required by the shipper.
- 9 Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M, volume 10, Chapter 4, table 61.
- 10 Enter the quantity actually received by the DRMO, if different from positions 25-29.
- 11 Enter the number of units of issue in a package, if required by the shipper.
- 12 Enter the unit weight applicable to the unit of issue, if required by the shipper.
- 13 Enter the unit cube applicable to the unit of issue, if required by the shipper.
- 14 Enter the uniform freight classification, if required by the shipper.
- 15 Enter the shelf life, if appropriate; otherwise, leave blank.
- 16 Enter in-the-clear freight classification nomenclature, if required by the shipper.
- 17 Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
- 18 Enter type of container, if required by the shipper.
- 19 Enter number of containers that makes up the shipment, if required by the shipper.
- 20 Enter total weight of shipment, if required by the shipper.
- 21 Enter total cube of shipment, if required by the shipper.
- 22 Received By - Enter the signature of person receiving the materiel.
- 23 Date Received - Enter date materiel was received and signed for.
- 24 Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service/Agency procedures. Suffix Code - Leave blank.
- 25 National Stock Number - Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature.
- 26 For turn-in to DRMO - This block will not contain bar code data, it is reserved for internal DRMO/DRMS.

- 27      This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the materiel. When data is entered in this block, it will be clearly identified. For hazardous material and waste turn-ins, enter the DoDAAC of the bill-to office, the contract line item number (CLIN) for the item, and the total cost of the disposal, (that is, CLIN cost times quantity in pounds equals cost of disposal).



**ATT 3**  
**CHAP 3**  
**DoD 4160.21-M**

**SUPPLY CONDITION CODES**

**Reference: Paragraph D3**

Code	Title	Definition
A	Serviceable (Issuable without Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months of shelf life remaining.
B	Serviceable (Issuable with Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months' shelf life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.
D	Serviceable (Test/ Modification)	Serviceable material which requires test, alteration, modification, conversion, or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	Unserviceable (Reparable)	Economically reparable material which requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).
G	Unserviceable (Incomplete To Issue)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively



contaminated).

S	Unserviceable (Scrap)	Material that has no value except for its basic material content. No stock will be recorded as on hand in Condition Code S. This code is used only on transactions involving shipments to DRMOs. Material may not be transferred to Condition Code S prior to turn-in to DRMOs if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN may not be identified by this Condition Code.
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**NOTE:** For a complete listing of Supply Condition Codes (including those codes not used in reutilization and marketing) see DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).

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DISPOSAL CONDITION CODES

Reference: Paragraph D4b(1)

Code	Definition
1	Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Property which shows some wear, but can be used without significant repair.
7	Property which is unusable in its current condition and can be economically repaired.
X	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical
S	Material that has no value except for its basic material content.